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*Equipment Supplies*  
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LOGISTICS DIVISION

SUPPLY CONTROL PROCEDURE

1 December 1951

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SUPPLY CONTROL PROCEDURE

1. GENERAL. - The instructions outlined herein establish the procedure to be followed with respect to supply control. The system has been established for manual operations. It is, however, easily adaptable to machine accounting and control methods.

2. PURPOSE. - The purpose of this procedure is twofold.

a. To reduce the administrative work load of operational installations, thereby assuring maximum effort in operations, and,

b. To provide a uniform system for the effective control of and accountability for all items of materiel, and the timely reporting thereof.

3. SCOPE. - These instructions are applicable to each installation which receives, stores, and issues materiel, and to each installation responsible for the administrative accounting for materiel and the timely reporting therefor.

4. SUPPLY STATION. - Each installation which receives, stores, and/or issues materiel shall hereinafter be designated a "Supply Station". Normally, a main supply base, depot, station, sub-station, holding, processing, and/or training area is classed as a "Supply Station" for purpose of supply control. Each line division shall notify the Chief, Logistics Division, of the activation and location of each Supply Station and request the assignment of a Station Code Number.

a. The Station

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a. The Station Code Number shall be the only designator used by a Supply Station, and shall be recorded on each supply document processed by the Supply Station.



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c. A Supply Station may be satellited upon another Supply Station for its supplies and services.

d. The Line Division shall advise each Supply Station as to the Supply Station (supply base) to which it is assigned for supplies and services, and as to the cognizant Supply Control Center to which it is assigned for supply control.

5. SUPPLY CONTROL CENTER. - Each installation responsible for the administrative accounting for materiel and the timely reporting therefor shall hereinafter be designated as a "Supply Control Center". Each

"Supply Control

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"Supply Control Center" shall have assigned to it one or more "Supply Station(s)" within its jurisdictional area. Each Line Division shall recommend to the Chief, Logistics Division, the location(s) of the installation(s) to be designated as the "Supply Control Center(s)", indicating therein each Center's territorial jurisdiction. Hqs. will direct the activation of each "Supply Control Center".

6. COMMAND AND SUPERVISION. - Each "Supply Station" and "Supply Control Center" shall be under the command of the applicable area line division for administration and operations, but shall be under the command of the Chief, Logistics Division, for technical staff supervision and administration of supply control and property accountability.

7. DOCUMENTS. - Unless otherwise provided for, all existing document forms normally used in conjunction with current supply actions shall continue to be used by all installations. Forms may be improvised locally where local conditions make it impossible to use existing forms. Formats for improvised forms shall be cleared locally for security reasons and shall retain the required information.

a. Receipt Document (RD). - Each document showing materiel received, from whatever source, shall hereinafter be designated as a "Receipt Document". Each applicable Supply Station shall assign an "RD No." to each Receipt Document, starting with the number "1" for each fiscal year, e.g., RD-1, RD-2, etc. Each Receipt Document (RD) shall be posted by the Supply Station to Stock Record Cards (See Exhibit I). The posted RD shall be retained by the applicable

Supply Station

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Supply Station to support its stock record entry, and an authenticated copy thereof shall be forwarded to the responsible "Supply Control Center". Each Supply Station shall superimpose on the face of each "Receipt Document" the "Supply Station Code No."; the assigned "RD No.", and the date of the supply action (receipt) by the Supply Station.

b. Issue Document (ID). - Each document showing materiel issued to whatever authorized source shall hereinafter be designated an "Issue Document". Each applicable Supply Station shall assign an "ID No." to each Issue Document (ID), starting with the number "1" for each fiscal year, e.g., ID-1, ID-2, etc. Each issue document shall be posted by the applicable Supply Station to the Stock Record Card (See Exhibit I). The posted ID shall be retained by the Supply Station to support its stock record entry, and an authenticated copy thereof shall be forwarded to the cognizant "Supply Control Center". Each Supply Station shall superimpose on the face of each "Issue Document" the "Supply Station Code No."; the assigned "ID No."; the "Project Account No."; and the date of the action (issue) by the Supply Station.

(1) A separate issue document will be issued for each Project Account. Issues against more than one Project Account shall not be listed under the same "ID No.".

c. Memorandum Receipt (MR) (See Exhibit VIII). - A Memorandum Receipt (Form 36-66) shall be used when making issues of property on a temporary loan basis to authorized personnel within U.S. controlled territory. Property issued on a "Memorandum

Receipt" is subject to recall on demand by the issuing Station. All MR issues shall be considered as "Stock-on-Hand". Although subject to recall "on demand", Memoranda Receipts will be reviewed periodically and shall be renewed at least once every four (4) months.

(1) The commanding officer or his authorized representative shall use his discretion as to when property will be issued on a "Memorandum Receipt".

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(3) Issues on Memoranda Receipts shall be posted by the Supply Station on the reverse side of each applicable Stock Record Card and shall not be entered as an issue on the face of the Stock Record Card.

(a) Copies of "Memoranda Receipts" shall not be forwarded to the "Supply Control Center"; rather, they shall be accounted for locally by each cognizant Supply Station.

(4) Memoranda Receipts shall be numbered consecutively by each Supply Station, commencing with "1", e.g., MR-1, MR-2, etc., and shall be filed in numerical sequence in a separate MR file for each fiscal year.

(5) Materiel issued in the continental U.S. to personnel destined for overseas assignment on a "permanent change of station" shall be issued on a Memorandum Receipt by Washington Headquarters. Upon arrival at the permanent station, such personnel shall surrender this materiel to the supply officer concerned for credit. The supply officer shall execute an RD, and, provided such personnel are not stationed outside the area of U.S. territorial control, these items may be reissued on MR by the Supply Station. In the event such personnel are detailed to a project which requires service outside U.S. controlled territory, the materiel shall be issued on an RD as having been expended.

(6) Materiel issued to personnel destined for overseas assignment on Temporary Duty (TDY) shall be issued on a Memorandum Receipt by Washington Headquarters. The Supply Facility serving the Station of such personnel's Temporary Duty shall not be responsible for picking up materiel in this manner, as it shall be carried on the property records of Washington Headquarters.

d. Report of Inventory Adjustment (AD) (See Exhibit IX).

(1) A "Report of Inventory Adjustment (AD)" shall be prepared in duplicate by the accountable officer on Form No. 36-16.

(2) It shall

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(2) It shall be used to report the following:

(a) To correct stock record accounts when an item has been recorded on the wrong control card due to incorrect identification or clerical error.

(b) When items of material are discovered on hand at the Supply Station which have not been previously picked up on the stock record account.

(3) This form shall not be used to report unreconciled shortages between the recorded stock balance and the physical inventory. Such unreconciled shortages shall be reported separately on a "Survey Report", Form 36-18.

(4) Each applicable Supply Station shall assign an "AD No." to each "Report of Inventory Adjustment (AD)", starting with the number "1" for each fiscal year, e.g., AD-1, AD-2, etc. Each AD shall be posted by the applicable Supply Station to the Stock Record Card. The posted AD shall be retained by the Supply Station to support its stock record entry and a copy shall be forwarded to the cognizant Supply Control Center. Each Supply Station shall show on the face of the AD the "Supply Station Code No."; the assigned "AD No.", and the date of inventory adjustment.

e. Survey Report (SR) (See Exhibit X) - (1) Materiel which has been received by a Supply Station in good condition and subsequently has either been lost, damaged, destroyed, or otherwise rendered unserviceable, will be reported on a Survey Report (SR)(Form No. 36-18).

(a) Lost Items

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(a) Lost Items. - Items which have been lost, stolen, or otherwise found to be missing, including those shortages resulting from physical inventories, will be reported on a separate SR.

(b) Unserviceable Items. - Materiel which has either been damaged, destroyed, or otherwise rendered unserviceable will be issued to the "Materiel Recovery and Disposal Unit (MRDU)" on an SR. The MRDU shall make a determination as to what items can be salvaged or repaired, and will so note on the reverse of the "Survey Report" (Form 36-18). That portion which has subsequently been repaired or placed into a serviceable condition shall be credited against the basic SR and returned by the MRDU to the Supply Station on an "ID" transfer. Such repaired items shall then be credited on the stock records by the Supply Station as a Receipt. The corresponding ID and RD will make reference thereon to the basis SR No.

(c) Shortages. - "On Arrival" or "In Transit" shortages will not be reported on a SR; however, will be noted on the RD and reported back to the shipper for adjustment. (See Paragraph 18 below).

(d) "In Transit" Damages. - Items which have been damaged or destroyed while "in transit" will not be reported on a SR; however, will be noted on the RD and reported back to the shipper for adjustment. (See Paragraph 12 below)

(2) A SR will

(2) A SR will be prepared in quadruplicate by the applicable Supply Station and will be assigned a "SR No.", starting with the number "1" for each fiscal year, e.g., SR-1, SR-2, etc. Each SR will be posted immediately to the Stock Record Card of the Supply Station, and the Stock Ledger Card of the Supply Control Center, and treated in the same manner as any other RD, ID, or AD action for purposes of supply control. The adjustment of stock records thusly shall not relieve the accountable officer from property accountability, unless subsequently relieved by the Supply Control Center. (See sub-paragraph (3)(a) below).

(a) The Supply Station will retain one copy to support its stock record entry; submit one copy to the Supply Control Center, and furnish the investigating officer with the original. One copy will accompany the materiel to the MRDU, in those cases where the materiel was damaged, destroyed, or otherwise rendered unserviceable.

(3) The commanding officer of the Supply Station shall appoint a disinterested person to investigate the circumstances surrounding each transaction. His findings and recommendations shall be noted on the reverse side of the original SR, and forwarded to the Supply Control Center for screening and final action. The Supply Control Center, failing to make a reconciliation, shall coordinate with the Survey Board, Washington, D.C., and shall either approve or disapprove

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disapprove the recommendation of the investigating officer.

(a) If approved, the Supply Control Center shall send the original SR, properly annotated, to the Supply Station, and the accountable officer shall use it, and any other accompanying document verifying the approval, to support the previous credit to his stock record account.

(b) If disapproved, the Supply Control Center shall so advise the accountable officer in writing and forward the original to the line division for further action.

8. NUMBERING OF DOCUMENTS. - a. Each class of documents (RD, ID, AD, MR, and SR) will be assigned a separate class series of numbers by each applicable Supply Station, commencing with the number one (1). (See Paragraph 7 above).

(1) A new series of numbers, starting with number one (1), will be assigned to each class of documents, starting with each new fiscal year.

b. The cognizant Supply Control Center will not assign a separate series of numbers; however, will use the same numbers assigned by the Supply Station on the RD, ID, AD, and SR.

9. VOUCHER REGISTER. - A special Voucher Register shall not be maintained for the purpose of registering supply action documents. References will be made directly to the basic document file.

a. Each Supply Station shall maintain a separate file for each class of documents for each fiscal year, i.e., Receipt Document (RD); Issue Document (ID); Memorandum Receipt (MR);

Report of

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Report of Inventory "djustment (AD), and Survey Report (SR).

(1) After posting to the appropriate stock record card, each Supply Station shall file the appropriate document by fiscal year in numerical sequence within its corresponding class file.

b. Each Supply Control Center shall file each document by fiscal year in numerical sequence within its corresponding class file; however, under each applicable Supply Station.

10. SOURCE OF SUPPLY. - a. A "Source of Supply" for purposes of this procedure is any source from which materiel is received by a Supply Station. Normally, "Sources of Supply" are designated as (1) Continental U.S. (ZI); (2) Theater Commander Stocks (T/C); (3) Local Procurement (LP); (4) Recovered Materiel (RM); (5) Captured Enemy Materiel (CEM), and (6) Others (O).

(1) Continental U.S. (ZI). - For purposes of supply control, all materiel which is received directly from the Continental U.S. (ZI) by a Supply Station shall be considered as a "ZI" source of supply. Shipments processed by Washington Headquarters, in the main, will comprise the "ZI" source of supply.

(2) Theater Commander Stocks (T/C). - Materiel which is drawn by the Supply Station directly from overseas Army, Navy, or Airforce Depots, either on a reimburseable basis or authorized credit basis, shall be considered as a "T/C" source of supply.

(a) Acquisition

(a) Acquisition of materiel from T/C on a reimburse-  
able basis, including materiel drawn in the field from  
the Department of the Army under A.G. 400 Regulations,  
will be reimbursed for by the Agency on Standard Form 1080  
("Voucher for Adjustment between Appropriations and/or  
Funds") in accordance with established Agency Local and  
Finance Regulations.

(3) Local Procurement (LP). - Local procurement for pur-  
poses of supply control includes materiel purchases, other  
than T/C, RM, and CEM, made in the local overseas market.  
Such purchases are normally made in the local overseas com-  
mercial market(s) and/or from local foreign governments.

(4) Recovered Materiel (RM). - Items of materiel which have  
been previously issued against authorized operations and  
dropped from property accountability, however, subsequently  
recovered, shall be taken up on the property accountability  
records of the recovering Supply Station.

(a) Those recovered items which are unserviceable shall be  
issued to the Materiel Recovery and Disposal Unit (MRDU)  
for salvage or repair.

(5) Captured Enemy Materiel (CEM). - All items in the cate-  
gory of "Captured Enemy Materiel (CEM)" which come into the  
possession of a Supply Station, from whatever source, shall be  
taken up in the stock records of the applicable Supply Station.  
All CEM items which are unserviceable will be issued to the

Materiel Recovery

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Materiel Recovery and Disposal Unit(MRDU) for salvage or repair.

(6) Others (O). - Overseas Intra-station transfers of stock (or stock transfers within a given Supply Station) and Inter-station transfers of stock (or stock transfers between two different Supply Stations) shall be placed in the "Other" category. The "Other" category should thus indicate at all times materiel flowing within or between Agency installations. Shipments made from (ZI) Agency warehouses shall not be considered as falling within the "Other" category; however, shall be considered in the "ZI" category.

b. Unless operational priority demands otherwise, a Supply Station will exhaust all available overseas sources of supply prior to submitting its requisitions on Washington Headquarters. Each cognizant Supply Control Center will aid its Supply Station(s) in locating adequate sources of supply. The Supply Control Center will be the only authorized source to submit requisitions on Washington Headquarters.

11. MATERIEL. - a. All materiel shall be grouped into two principal categories, expendable and non-expendable.

(1) Expendable: Those items of a generally consumable nature and/or items that lose their identity, other than property, equipment, or major components thereof, shall be classed as expendable. Normally, such items would be considered as office supplies, food, clothing, ammunition,

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demolitions, medicinals and pharmaceuticals, fuels, and automobile parts.

(2) Non-expendable: Those items of a generally non-consumable nature such as property, equipment, and major components thereof, shall be classed as non-expendable. Normally, such items would be considered as office equipment, shooting ordnance, vehicles, communication equipment, and major components thereof.

b. For purposes of Supply Control, all materiel shall be divided into two main classes.

(1) Those items of an expendable and non-expendable nature employed in the administrative and housekeeping support of each installation.

(2) Those items of an expendable and a non-expendable nature employed in actual operations outside U.S. controlled territory.

12. IN TRANSIT DAMAGES. - a. Each item of materiel received by a Supply Station which has been damaged, destroyed, or otherwise rendered unserviceable "in transit" shall be so noted on the RD and reported back to the shipper. Such items shall be issued to the "Materiel Recovery and Disposal Unit (MRDU)" for possible salvage, repair, or rehabilitation. Unserviceable materiel shall be carried on the MRDU account until placed into a serviceable condition. Upon repair and rehabilitation, the MRDU shall issue those items which have been placed into a serviceable condition

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to the Supply Station on an "ID" transfer. Those items which cannot be placed into a serviceable condition will be subject to SURVEY in accordance with existing Agency Survey Regulations.

b. Supplies, spares, and components drawn from a Supply Station by the MRDU for use in the repair and rehabilitation of unserviceable material will be posted in the "Other" category of "Source of Supply", and the supply action documents will be referenced to the basic SR declaring the unserviceable materiel to the MRDU.

c. Each MRDU shall be assigned a "Station Code Number" against which shall be debited and credited all supply actions affecting MRDU. This Station Code No. shall appear on each action document which is processed by the MRDU.

d. Recovered Materiel (RM) or Captured Enemy Materiel (CEM) which comes into the possession of a Supply Station in an unserviceable condition shall not be subject to a Survey Report (SR).

13. PROPERTY ACCOUNTABILITY. - a. Each item of materiel, whether expendable or non-expendable, shall be subject to Supply Control and Property Accountability.

(1) Property Accountability shall be dropped by each Supply Station with respect to those items of materiel which are issued to operations or facilities outside U.S. Territorial control. The custodians of materiel in such outside areas, although relieved from property accountability, shall nevertheless



nevertheless be responsible for any items of property within their possession and their accounts will be subject to Agency audit.

(a) Where materiel has been cached, buried, or otherwise stored outside U.S. controlled territory, it shall be the duty of the custodian to submit, at reasonable time intervals, to the Supply Control Center through the Line Division, a report advising of the status of such cache, burial, or store.

(2) Property issued within U.S. controlled territory shall be subject to Property Accountability.

(3) Property transferred between Agency installations shall be dropped from accountability by the issuing station and taken up on the accountability records of the receiving station.

(4) Property issued for permanent installation into Agency owned and controlled buildings shall be dropped from accountability by the issuing station and reported by the Services Branch of the receiving installation in the building records as a permanent part of the building.

(5) Materiel issued to authorized sources, other than for Agency use, shall be reimbursed for by the vendee, either in cost or in kind. Issue of materiel outside Agency use will not be authorized without prior approval by the Line Division.

b. Accountable

b. Accountable Officer. - A responsible employee shall be designated by the commanding officer as "Accountable Officer", for all matters concerning property.

(1) Accountable officers shall be required to maintain formal stock record cards (See Exhibit I) for each item of property and shall be held strictly responsible and accountable until relieved of such responsibility and accountability.

(2) Records of Accountable Officers - Supply Control Centers shall maintain a record of all designated Accountable Officers in the Supply Stations under their cognizance.

c. Supervisory Responsibility. - The Chief of the Supply Station shall be responsible for insuring that all property over which he has jurisdiction is properly accounted for, safeguarded, and administered. He shall also be responsible for insuring that all the necessary acquisition, disposal, or adjustment documents are promptly forwarded to the cognizant Supply Control Center.

d. Relief of Responsibility. - Prior to separation or transfer of those individuals who have been designated "Accountable Officers", the commanding officer shall designate a new accountable officer. Prior to departure of an Accountable Officer, his successor must have completed the transfer of property accountability to relieve the former accountable officer and to accept full accountability for all property and property matters. The Supply Control Center shall be notified immediately upon the

appointment

appointment of a new Accountable Officer. A physical inventory shall be taken by the new Accountable Officer prior to the departure of the old Accountable Officer.

e. Employee Responsibility. - Responsibility of federal employees has been established by Public Law which carries penalties for wilful injury to or theft of government property (See U.S. Code, Titles 5 and 18, Sections 22 and 82, respectively).

f. Survey. - The Accountable Officer shall not be relieved of property accountability with respect to those items which have been the subject of a survey until such time as satisfactory relief has been granted. (See Paragraph 7e (3) above).

M. AUDIT OF SUPPLY ACCOUNTS. - a. The property accounts of each Supply Station and their corresponding records maintained by the cognizant Supply Control Center shall be subject to periodic audits by such authorized personnel as may be appointed by Headquarters.

b. Each Supply Station and Supply Control Center shall assist the auditors to the utmost in the performance of the audit. Without qualification, all records and information will be made available to the auditors. After completion of the audit, a copy of the Audit Report will be furnished to the applicable installation. Any discrepancies which are uncovered in the audit, and which cannot be reconciled, will be the subject of a separate Survey Report (SR).

15. AUTHORITY FOR

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15. AUTHORITY FOR ISSUE. - a. Each Supply Station shall issue materiel only against approved requisitions.

b. Requisitions for materiel shall be approved by the authorized person(s) of the Line Divisions.

c. Each Line Division will furnish the applicable Supply Station and its cognizant Supply Control Center with the signature(s) of the person(s) authorized to approve requisitions.

d. See Paragraph 13a (5) above for materiel issued to sources outside of Agency requirements.

16. CANCELLED OR COMPLETED PROJECTS. - Unless otherwise authorized by the Line Division, all materiel, expendable or non-expendable, issued against an approved operation which has been cancelled, completed, or otherwise closed out, shall be returned to the source of supply from which the items were originally drawn or made available for other operations. A voucher shall be issued to credit the Project Account previously charged; and if reissued to another operation, a debit voucher shall be issued charging the new Project Account. When the issuing Supply Station is no longer in existence or geographically near at hand, the cognizant Supply Control Center shall be advised and it shall issue instructions authorizing another Supply Station to receive such materiel. These instructions are applicable to all materiel physically located in U.S. controlled territory, and are not applicable to that materiel which is physically located in enemy territory or in areas where the actual physical return may jeopardize

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operations and/or security.

17. MINIMUM STOCK LEVEL. - Each item of materiel shall be assigned a "Minimum Stock Level". This level shall constitute a thirty (30) day supply. Responsibility for the determination of a minimum stock level for a given item of materiel shall rest with the commanding officer of the Supply Station concerned in coordination with the Line Division. Records should be initiated based on this level plus normal order and shipping time (normally, one hundred twenty (120) days. Each Supply Station shall be responsible in assuring that the stock levels do not drop below a thirty (30) day "Minimum Reserve".

18. SHORTAGES. - a. Only the actual amount received shall be taken up in the stock records by the Supply Station and shall be reflected by the Supply Control Center accordingly.

b. Shortages "on arrival" or shortages which occur "in transit" shall not be entered on the stock records, however, shall be reported back to the source of supply for adjustment. "On arrival" shortages shall not be reported on a SR. Whenever these shortages occur, each applicable receipt document shall reflect its shortages thereon. (See Paragraph 7e (1)(c) above.

19. INVENTORY. - a. Each Supply Station shall take an annual (Fiscal Year) physical inventory. This inventory may be taken at the discretion of the commanding officer at any time during the Fiscal Year, or may be a continuing process. Physical

inventories

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inventories should be taken during operational "Lull" periods.

(1) At the discretion of the commanding officer, continuing piecemeal physical inventories of commodity groups (such as ordnance, signal corps, medical, etc.) may be taken during the Fiscal Year to facilitate a one time over-all comprehensive physical inventory.

(2) Each Supply Station shall indicate the "on-hand" inventory as the initial entry on the Stock Record Card. The "Report of Inventory Adjustment (AD)" Form No. 36-16 shall be used on which to record the physical inventories.

b. A physical inventory shall also be taken upon each permanent change of an accountable property officer. Such inventories shall be authenticated by both the relieved and relieving officers (See Paragraph 1.3d above).

c. An authenticated copy of each physical inventory shall be forwarded by each Supply Station to its cognizant Supply Control Center. It shall have indicated thereon the closing date of such physical inventory. The physical inventory balance shall be posted to the Stock Record Card by the Supply Station and to the Stock Ledger Card by the Supply Control Center.

(1) Any discrepancies between the physical inventory and the balances shown on the Stock Record Cards of the Supply Station and the Stock Ledger Card of the cognizant Supply Control Center shall be reconciled. Any unaccountable differences will be reported and explained by the commanding

officer

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officer of the Supply Station concerned. Such inventory differences will be subject to Survey and reported on a "Survey Report" Form No. 36-18. (See Paragraph 7e (1)(a) above).

20. PRICING. - a. Each item of material which is charged against an authorized project shall be costed at the latest unit price available. Unit prices for each item of materiel shall be furnished by the Chief, Logistics Division, in the "Supply Catalog" and any changes thereto will be reflected in the monthly "Logistics Bulletin".

b. Commodity-Cost-Per-Ton-Factor (See Appendix "A"). - For purposes of budget and requirements planning, and where unit prices are not available, the "Commodity-cost-per-ton-factor" for each major commodity grouping shall be used. In computing the cost, the total weight (lbs.) of the major item grouping (the first two left-hand digits) is reduced to short tons (2,000 lbs. equal one (1) ton) and multiplied by the cost-per-ton-factor shown opposite to its applicable grouping in Appendix "A".

21. SUPPLY CATALOG. - a. Supply catalogs shall be furnished by the Chief, Logistics Division, to each Supply Control Center and Supply Station upon request.

b. The catalog has been designed to facilitate uniformity in,

- (1) Supply Control
- (2) Requirements planning, and
- (3) Requisitioning

c. The catalog

c. The catalog is divided into four sections as follows:

(1) Section I

- (a) General instructions
- (b) Glossary of terms and abbreviations
- (c) Commodity-Cost-Per-Ton-Factors
- (d) Planning data
- (e) Technical Service Groupings and their codes.

(2) Section II - Alphabetical listing by line item

(3) Section III - Numerical listing of each line item  
by commodity code numbers

(4) Section IV - Alphabetical listing of each line item  
by the cognizant technical service

d. Each line item of materiel listed in the catalog shall  
show the following:

- (1) Item (Nomenclature)
- (2) Commodity Code No.
- (3) Cognizant Technical Service
- (4) Service Stock No.
- (5) Unit Weight
- (6) Unit Price

22. COMMODITY CODE. - a. Each line item of materiel has been  
assigned a commodity code number by the Chief, Logistics Division.  
Supply Stations and Supply Control Centers shall not assign com-  
modity codes to materiel items otherwise not coded. Those items  
of materiel which do not have assigned commodity code numbers  
shall be reported at the very end of the routine monthly reports  
without commodity numbers. Commodity code numbers for such  
unassigned items shall be furnished to each Supply Station and  
Supply Control Center by the Chief, Logistics Division, in the  
next monthly issue of the "Logistics Bulletin".

b. Basic



b. Basic commodity code numbers were derived from the U.S. Standard Classification Manual.

25. PROJECT ACCOUNT NUMBER. - The "Project Account Number" assigned to each project by the Agency Comptroller's Office shall be used by each applicable Supply Station to charge each respective account. This account number shall be shown on each ID issued. Issues against two different account numbers shall not be made under the same "ID No."; they shall always be given separate "ID Nos."

26. STOCK RECORD CARD (See Exhibit I for sample and instructions thereto). - a. Each Supply Station shall maintain a current record of each item of materiel which is received, stored, and/or issued on a "Stock Record Card". This card has been designed for a visible Kardex file. It may be redesigned locally to accommodate any other type of filing system commensurate with local needs, provided that the required information is retained; operations not hindered, and security not jeopardized. Unless otherwise instructed, "Stock Record Cards" shall be the only posting records maintained by a Supply Station for recording supply actions.

b. Each "Stock Record Card" shall list the nomenclature of the item, the commodity code, unit, unit weight, and unit price, and shall have recorded thereon, the date of each supply action, quantity received, issued, or adjusted, and the balance on hand. The "Remarks" column shall reflect the project account number

against which

against which the issue was made; or the source of supply of the materiel received.

c. The balances on hand at the close of each month shall be used as the next month's opening inventories.

d. Thirty (30) day minimum stock levels shall be reflected in the appropriate space on each Stock Record Card.

25. COGNIZANT DATE. - For purposes of supply control, the Cognizant Date shall be the actual date of the supply action, i.e., date of receipt, issue, or transfer of the materiel by the Supply Station. The Cognizant Date shall be used by each cognizant Supply Control Center in recording action documents.

26. CUT/OFF DATE. - a. The last day of each month shall be established by each "Supply Station" as the monthly "Cut/Off Date".

b. Each Supply Station shall indicate on the last receipt and issue document the monthly "Cut/Off" date, with a statement as follows:

(1) "RD No. \_\_\_\_\_ is the last receipt posted for month ending \_\_\_\_\_ 195 ."

(2) "ID No. \_\_\_\_\_ is the last issue posted for month ending \_\_\_\_\_ 195 ."

27. STOCK LEDGER CARD (See Exhibit II for sample and instructions thereto). - a. A Stock Ledger Card shall be maintained currently by each Supply Control Center for each item of materiel which is received,

received, stored, and/or issued by its cognizant Supply Station(s).

b. Each receipt, issue, and adjustment document received by a Supply Control Center shall be posted currently to the "Stock Ledger Card", using the "cognizant date" assigned by the Supply Station.

(1) Receipts and issues shall be distributed to each applicable Station account. All inventory balances shall be shown as cumulative.

(2) Receipts shall further be distributed to each applicable source of supply column.

c. The item Stock Ledger Card shall reflect perpetual inventory balances by line item of materiel on hand within each Supply Station. It shall also reflect cumulative total quantities of the line items received from the various sources of supply. At the close of each month, the Stock Ledger Card shall be ruled off immediately following the last entry and the remaining balances shall be carried forward on the next line. These balances shall then be used as the starting quantities for the next month. All balances shall be carried forward as cumulative and shall be reported as such.

(1) The cumulative inventory balance for each line item at the close of each month shall be carried forward by Station Account to the monthly "Stock Status Report", and

(2) The cumulative total for each line item by source  
of supply

of supply at the close of each month shall be carried forward to the monthly "Source of Supply Report".

28. PROJECT ACCOUNT LEDGER (See Exhibit III). - a. A separate account shall be maintained by the Supply Control Center for each project.

b. Project account numbers shall be shown by the Supply Station on each issue document.

c. Concurrently with the posting of all receipts and issues to the Stock Ledger Card, the cognizant Supply Control Center shall post each item of issue to its respective account in the "Project Account Ledger".

(1) Each item of issue shall be costed and weighed and the total thereof distributed to the appropriate column in the Ledger. The weight shall be shown in short tons (2,000 Lbs. equal 1 ton); and the items shall be priced in accordance with prices established in the 'Supply Catalog'.

(2) At the close of each month, a total shall be taken showing the cumulative cost and weight of all issues made against each project. These totals shall then be entered on the next line and shall be used as the starting tons and dollars for the next month.

d. The Project Account Ledger shall also serve as the media which can render cumulative line item totals of the exact

quantity

quantity and location of the materiel issued, and its designated purpose, i.e., cache, burial, storage, operations, etc.

29. REPORTING. - a. Each Supply Control Center shall be responsible for the preparation and submission of consolidated reports for the Supply Station(s) under its cognizance.

b. Reports shall be prepared at the close of each month by each cognizant Supply Control Center and shall be rendered not later than the 15th day following the close of the reporting period.

c. Each Supply Control Center shall establish its own cut/off date for each of its Supply Stations in which to submit the supply action documents for inclusion in the reporting month.

d. Reports when consolidated shall be classified as "Secret". Reports, when not consolidated, may be downgraded in accordance with security regulations; however, not lower than "Restricted".

e. Reports shall be distributed in accordance with established security regulations via the most expeditious means as follows: (See Exhibit XI showing Flow Chart)

2 copies	Chief, Logistics Division
1 copy	Chief, Geographical Division
1 copy	Chief, Agency Area Operations
1 copy	Theater Commander
1 copy	Supply Station (upon specific request)

(1) When requested

(1) When requested by the Line Division, the Supply Control Center shall furnish each requesting Supply Station with monthly reports. Unless specifically requested, reports will not be furnished monthly to Supply Stations as a routine practice.

f. Cable Reporting. - Except as otherwise provided for herein, cables shall not be used to submit monthly reports.

(1) Because of operational necessity, each Supply Control will make arrangements with its respective area commander, through the line division, for the transmission of one monthly cable to the Chief, Logistics Division, advising the over-all cumulative total tons and dollars charged to all project accounts at the close of each month. This cable should be brief and show only the following:

Cognizant Supply Control Center  
Total Cumulative Tons  
Total Cumulative Dollars  
Period Ending

g. Each Supply Control Center shall be responsible for the monthly preparation of the following consolidated reports:

(1) STOCK STATUS REPORT (See Exhibit IV). - This report shall list alphabetically by line item for each Supply Station the cumulative balances on hand. The closing inventories shown in the Stock Ledger Card shall be used to make up the Stock Status Report.

(2) SOURCE OF

(2) SOURCE OF SUPPLY REPORT (See Exhibit V). - This report shall list alphabetically the cumulative quantities of each line item received by Source of Supply. The cumulative totals shown in the Source of Supply portion of the Stock Ledger Card shall be used to make up the monthly Source of Supply Report.

(3) PROJECT ACCOUNT REPORT (See Exhibit VI). - This report shall reflect the total cumulative tons and dollars charged to each project account. The total tons and dollars shown at the close of each month in the Project Account Ledger shall be used to make up the Project Account Report. (See sub-paragraph f. (1) above for cable report of project tons and dollars).

h. The Chief, Logistics Division shall be responsible for the preparation of a global consolidated report covering all Supply Control Centers. This report shall be rendered by the Chief, Logistics Division, not later than the 10th day of the next month following the close of the reporting month. Over-all consolidated reports shall be distributed by the Chief, Logistics Division as follows:

2 copies	Agency, Chief, Procurement
5 copies	Agency, Headquarters Staff

30. EFFECTIVE DATE. - Unless otherwise instructed, these instructions shall become effective on the date designated by Headquarters.

31. SECURITY. - All existing security regulations which have a bearing on supply control shall apply in addition to those regulations which are

30  
5 10 15

~~CONFIDENTIAL~~

which are prescribed locally by line division and area commander.

3. RECISSIONS. - All previous instructions with respect to Supply Control contrary to the above are hereby rescinded effective on the date so designated by Headquarters.

4. CORRELATING PROCEDURES. a. Procedures with respect to Requirements Planning, Requisitioning, Fiscal and Finance, which have a bearing on Supply Control, are covered specifically under these subjects in separate Regulations.

~~SECRET~~

~~CONFIDENTIAL~~



ERRATA SHEET

Instructions ⑥ and ⑦ of Exhibit I should  
be reversed (Supply Station "Stock Record Card").

## CUMULATIVE INVENTORY BALANCE

## SUPPLY CONTROL CENTER

## STOCK LEDGER CARD

EXHIBIT II

POST THE QUANTITY ISSUED

INSERT THE SUPPLY STATION CODE NUMBER.

POST EACH SUPPLY STATION'S CUMULATIVE INVENTORY BALANCES.

CUMULATIVE INVENTORY BALANCE OF ALL SUPPLY STATIONS.

POST UNDER THE DESIGNATED COLUMN HEADINGS THE QUANTITIES RECEIVED FROM EACH SUPPLY SOURCE.

POST THE QUANTITY RECEIVED IN USABLE CONDITION. IF ANY ITEMS RECEIVED ARE NOT USABLE THEY SHALL BE IMMEDIATELY ISSUED TO THE RECOVERY AND DISPOSAL UNIT.

INSERT SUPPLY STATION RD OR ID NUMBER.

DATE OF SUPPLY ACTION TAKEN BY SUPO. SUPPLY STATION.

CUMULATIVE BALANCE OF RECEIPTS AND ISSUED AT CLOSE OF MONTH

IF THE SOURCE OF THE SUPPLY OF THE INVENTORY STOCKS IS KNOWN QUANTITIES SHALL BE ENTERED IN THE APPROPRIATE COLUMN. IF UNKNOWN QUANTITIES SHALL BE ENTERED IN THE "OTHERS" COLUMN.

THESE TOTALS WILL BE REPORTED IN THE SOURCE OF SUPPLY REPORT.

ALL POSTINGS WILL BE RULED OFF AT THE CLOSE OF EACH MONTH IMMEDIATELY FOLLOWING THE LAST ENTRY AND THE BALANCES WILL BE ENTERED ON THE NEXT LINE. THESE BALANCES WILL BE THE STARTING INVENTORIES FOR THE NEXT MONTH. THESE BALANCES WILL BE REPORTED IN THE STOCK STATUS REPORT FOR EACH LINE ITEM, FOR EACH APPLICABLE SUPPLY STATION.

SCG STOCK LEDGER CARD

ITEM (NOMENCLATURE)			COMMODITY CODE NO.		UNIT WGT.	COST	INVENTORY BY SUPPLY STATION CODE NUMBER										TOTAL BALANCE ON HAND	RECEIVED FROM							
DOCUMENT NUMBER	DAY MO	QUANTITY	REC'D	ISSUED	801	802	803	804	805	806	807	808	809	810	TOTAL BALANCE ON HAND	T/C	Z/H	L P	R M	C E M	OTHER				
INVENTORY	1 12	1000													1000						1000				
INVENTORY	1 12	61						61							1061						61				
RD 1	6 1	26			26										1087										
RD 2	7 1	101								101					1188										
RD 1	12 1	900												900	1988						900				
RD 2	31 1			934		16									1004										
					1988	934	26	16	61	101				100	1004	26	101	900			1061				

SGC PROJECT ACCOUNT LEDGER

EXHIBIT III

ACCOUNT NO. 46

[illegible]

1 D NUMBER ASSIGNED BY  
THE SUPPLY STATION  
MAKING THE ISSUE.

NUMBER OF SUPPLY STATION  
MAKING THE ISSUE.

REPRESENTS CUMULATIVE TOTAL  
WEIGHT OF ISSUE. THIS TOTAL  
IS CARRIED FORWARD INTO THE  
NEXT MONTH.

REPRESENTS CUMULATIVE TOTAL  
COST OF ISSUES. THIS TOTAL IS  
CARRIED FORWARD INTO THE  
NEXT MONTH.

S C C \_\_\_\_\_ DATE \_\_\_\_\_ 195

REPRESENTS TOTAL COST FOR  
ALL PROJECT ACCOUNTS AND  
ALL SUPPLY STATIONS FOR  
MONTH.

PROJECT ACCOUNT NUMBER	SUPPLY STATION NUMBER	TOTALS	
		TONS	COST
46	802	3.94	\$35,424.00
		3.94	\$35,424.00
		3.94	\$35,424.00

## 52

SCC \_\_\_\_\_

DATE \_\_\_\_\_ 195 \_\_\_\_\_

Approved For Release 1999/09/10 : CIA-RDP78-04360A000100120005-1

EXHIBIT IV

50

SCC \_\_\_\_\_

DATE \_\_\_\_\_ 195 \_\_\_\_

[illegible]

Exhibit VIII

**MEMORANDUM RECEIPT**

TO: \_\_\_\_\_  
(Date)

FROM:

SUBJECT:

*I hereby acknowledge receipt of the following:*

Please return \_\_\_\_\_ signed copy(ies) of this receipt

\_\_\_\_\_  
(Signature of recipient)

To \_\_\_\_\_

\_\_\_\_\_  
(Date received)

FORM NO. 36-66  
MAR. 1949

U. S. GOVERNMENT PRINTING OFFICE 16-62348-1



I CERTIFY that the above inventory adjustments are necessitated by differences between the balances as recorded on the stock record cards and the balances counted on the physical inventory made on \_\_\_\_\_

Authority is requested to reflect the above adjustments on the stock record cards of the named station supply branch.

FORM NO. 36-16  
OCT 1946

SURVEY REPORT			REPORT NUMBER	
			DATE	
LOCATION		INSTALLATION		
ACCOUNTABLE INDIVIDUAL (NAME)		RESPONSIBLE INDIVIDUAL (NAME)		
STOCK NUMBER	DESCRIPTION OF ARTICLES	QUANTITY	UNIT COST	TOTAL COST
	(CORRECT NOMENCLATURE; (SEE CIA STANDARD NOMENCLATURE LIST.)		(COST TO BE INSERTED BY SUPPLY BRANCH WASHINGTON, D.C.)	
GRAND TOTAL				
<b>CERTIFICATION</b> (PROPERTY ACCOUNTABLE OFFICER)				
(TO BE COMPLETED ONLY WHEN PROPERTY WAS ISSUED ON MEMORANDUM RECEIPT BASIS.)				
I CERTIFY that the items listed hereon and/or on attached sheets appear on my stock record account and were issued on _____ 19____, by M/R to responsible person initiating this survey.				
The condition of the property at the time of its loss or damage was _____				
My estimate of the depreciated or replacement value of the property at the time of its loss or damage is \$ _____				

This statement must show what measures were taken to protect the property prior to and at the time of its loss or damage.

Attach copy of rules or regulations governing the safekeeping and custody of government property if such rules or regulations are special and peculiar to the installation. State from personal observation and knowledge the condition of the property at the time of loss or damage. An estimate of the depreciated or replacement value should also be given.

I, \_\_\_\_\_, being duly sworn, make the following statement:

NOTE: IF SPACE IS INADEQUATE ADDITIONAL SHEETS MAY BE USED

SIGNATURE (AFFIANT)

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 194 \_\_\_\_\_

AT \_\_\_\_\_

SIGNATURE NOTARY PUBLIC

(SHOULD CHIEF OF INSTALLATION DISAGREE WITH FINDINGS OF INVESTIGATING OFFICER, STATE REASON AND ACTION RECOMMENDED.)

INVESTIGATION OF ALL AVAILABLE EVIDENCE (DOES) (DOES NOT) SUBSTANTIATE THE FINDINGS OF THE INVESTIGATING OFFICER.

The condition of the property at the time of its loss or damage was \_\_\_\_\_.

My estimate of the depreciated or replacement value of the property at the time of its loss or damage is \$ \_\_\_\_\_.

DATE \_\_\_\_\_

SIGNATURE(CHIEF OF INSTALLATION)

RECOMMENDATION (AUDIT SECTION, WASHINGTON, D.C.)

DATE \_\_\_\_\_

SIGNATURE(CHIEF)

PROPERTY SURVEY BOARD, WASHINGTON, D.C. (DECISION)

DATE \_\_\_\_\_

SIGNATURE(MEMBER)

SIGNATURE(MEMBER)

SIGNATURE(CHAIRMAN)

FURTHER ACTION, IF REQUIRED.

DATE \_\_\_\_\_

SIGNATURE

**FINDINGS** (REPORT AND RECOMMENDATION OF INDIVIDUAL MAKING ON-THE-SCENE INVESTIGATION)

This report of investigation must be complete and in detail. All questions which may have been raised by statements in "Circumstances" above, or in any statements obtained by the responsible person from witnesses, must be resolved. Testimony of witnesses should be obtained by the investigator when necessary and attached as exhibits. Reference should be made to any rules or regulations governing the safekeeping and custody of government property which are peculiar to the installation. The report should contain a recommendation regarding the liability of the responsible individual in connection with the loss or damage.

DATE RECEIVED FOR INVESTIGATION \_\_\_\_\_

I HAVE PERSONALLY INVESTIGATED ALL AVAILABLE EVIDENCE AS SHOWN IN EXHIBITS \_\_\_\_\_ TO \_\_\_\_\_

NOTE: IF SPACE IS INADEQUATE ADDITIONAL SHEETS MAY BE USED

~~SECRET~~

APPENDIX "A"

COMMODITY-COST-PER-TON-FACTOR

<u>Major Commodity Grouping</u>	<u>Cost Per Ton</u>
00 Research and Development	\$5,000
01 Live Animals	550
02 Crude animal products, edible	550
03 Crude animal products, inedible, except fibers	550
04 Crude vegetable products, edible	550
05 Crude vegetable products, inedible, except fibers	550
06 Fibers, vegetable and animal, unmanufactured	550
07 Coal, crude petroleum, and related crude hydrocarbons	550
08 Metallic ores, concentrates and their unrefined metallic products	550
09 Crude nonmetallic minerals, except coal and petroleum	550
11 Leather	580
12 Boot and shoe cut stock and shoe findings	580
13 Wood basic materials, except pulpwood	580
14 Pulp, paper, and paperboard	580
15 Textile basic manufactures	580
16 Food and beverage basic materials	580
17 Oils, fats, waxes, and derivatives, animal and vegetable	580
18 Petroleum and coal products, except raw materials for chemical industries	580
19 Chemicals	850
21 Iron, and iron and steel scrap	950
22 Steel	950

23	Ferro and nonferrous additive alloys	950
24	Money, gold in special coin	950
25	Fabricated metal basic products	950
26	Nonmetallic mineral basic products--chiefly structural	950
27	Nonmetallic mineral basic products--chiefly non-structural	950
29	Miscellaneous basic materials	950
31	General purpose industrial machinery and equipment	950
32	Electrical machinery and apparatus	3,600
33	Special industry machinery (machinery for selected industries requiring specialized machines)	950
34	Metalworking machinery	950
35	Agricultural machinery and implements, except tractors	950
36	Construction, mining, excavating and related machinery	950
37	Tractors	950
38	Office machines	5,000
39	Miscellaneous machinery	4,000
41	Communication equipment and electronic devices	3,600
42	Aircraft	5,500
43	Ships, small watercraft, and Marine propulsion machinery	3,800
44	Railroad transportation equipment	2,800
45	Motor vehicles	3,000
49	Miscellaneous transportation equipment	1,400
51	Plumbing and heating equipment	1,000
52	Air-conditioning and refrigeration equipment	1,000

53	Lighting fixtures	900
54	Furniture and fixtures	450
55	Photographic goods and processed motion pictures	3,700
56	Optical instruments and apparatus	3,700
57	Indicating, recording, and controlling instruments and accessories, except watches and clocks	3,700
58	Professional and scientific instruments and apparatus, except indicating, recording, and controlling	3,700
59	Miscellaneous equipment	3,700
61	Food, manufactured	550
62	Feed, manufactured	550
63	Beverages and ice	550
64	Tobacco manufactures	550
65	Drugs and medicines	1,000
66	Toiletries, cosmetics, soap, and household chemical preparations	1,000
67	Apparel, except footwear	3,300
68	Footwear	3,300
69	Fabricated textile products, except apparel	3,000
71	End products of leather, except apparel, footwear, and luggage	3,000
72	Converted paper products and pulp goods	400
73	Products of printing and publishing industries	400
74	Rubber end products, natural and synthetic, except footwear and clothing	800
75	End products of metal industries, except machinery and equipment	800



76	Finished wood products, except furniture and millwork	700
77	End products of glass, clay, and stone	700
79	Miscellaneous end products of manufacturing industries	700
81	Small arms and components	3,300
82	Artillery, naval guns, mortars, and components	3,300
83	Small arms ammunition and specifically adapted components	1,300
84	Artillery, naval, and mortar ammunition and specifically adapted components	1,300
85	Aerial bombs and specifically adapted components	1,300
86	Miscellaneous ammunition and related products	1,300
87	Common components of ammunition	1,300
88	Fire control equipment	3,700
89	Miscellaneous ordnance and ordnance material	3,500
99	Parachutes, packages and containers	1,000

~~SECRET~~